1. Meeting Agenda - March 15
   Documents:
   MEETING AGENDA - 03 15 16.PDF

2. Revised Meeting Agenda - March 15
   Documents:
   REVISED MEETING AGENDA - 03 15 16.PDF

3. Minutes Subject To Approval - March 15
   Documents:
   MINUTES SUBJECT TO APPROVAL - 03 15 16.PDF

4. Approved Minutes - March 15
   Documents:
   APPROVED MINUTES - 03 15 16.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, March 15, 2016
3:00 PM
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of February 16, 2016

2. HR Reports
   • Workers’ Compensation Incident and Expense Reports
   • Vacant and Posted Position Listing
   • Unemployment Expense Report as of December 2015

3. BOE: Exit Interview Survey; Staff Turnover Rates; % of employees at top step

4. Review of CIRMA report of 12/31/15

5. Review of ADP report:
   • Actual vs. budgeted expenditures
   • Actual vs. budgeted savings
   • Implementation status
   • Future opportunities and challenges

6. Items for future discussion

7. Adjournment
   • Next meeting – April 12, 2016 at 3:00 P.M. in the Cone Room
1. Approval of BET HR Committee Meeting Minutes of February 16, 2016

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   • Actual vs. budgeted savings
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   • Future opportunities and challenges

5. Items for future discussion

6. Adjournment
   • Next meeting – April 12, 2016 at 3:00 P.M. in the Cone Room
Committee Present: Nancy Weissler, Chairman; William Drake, Leslie Moriarty, Jill Oberlander

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Erica Mahoney, Assistant Director of Human Resources, Tiffany Navarro, Workers’ Compensation Administrator; Alison Graham, Employee Benefits Manager; Jamie Brede, HRIT; Becky McAvoy, ADP Project Consultant; Ben Branyan, Town Administrator

Board: Michael Mason, Chairman BET; Mary Lee Kiernan, Elizabeth K. Krumreich

Other: Laura Erickson, BOE Chairperson, Barbara O’Neill, BOE Vice Chairperson

The meeting was called to order at 3:01 P.M.

Ms. Weissler welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes February 16, 2016

   Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the February 16, 2016, Regular Human Resources Committee Meeting.

2. February 2016 HR Reports

   • Workers’ Compensation Incident and Expense Reports - Ms. Navarro presented and explained a new reporting format that clarified actual wage replacement costs, which include statutory and contractual benefits. She noted that 164 claims had been settled in full and closed, but open claims are subject to ongoing investigation and light duty is encouraged to minimize wage replacement cost. A total of 220 claims had been reported year-to-date in FY16 versus 259 in the prior-period FY15.

   Ms. Weissler asked that the next month’s report include additional columns reflecting YTD versus prior-year claims by department as well as prior-year totals for paid and reserved expenses.

   Mr. Mynarski reported that Workers’ Compensation expense year-to-date was trending well; with 16 weeks until the end of the current fiscal year, he estimated that up to $500,000 could be returned to the General Fund. He commented on two old, very large claims that had recently been settled in full, which had been carried on the books at $750,000 and $1 million.
• **Vacant and Posted Positions** – Ms. Pepe reviewed the Vacant Position listings, commenting specifically on Purchasing Department’s pending offer and the progress filling the HR Analyst, Tech Solutions and BOE Finance positions.

• **Unemployment Report** - Ms. Oberlander asked about seasonal and part-time employees and whether their skill-set allowed for them to transfer to other seasonal jobs, thereby reducing unemployment expense. Ms. Pepe responded that Mr. Siciliano would be better able to address that question. Ms. Moriarty noted the spike in unemployment claims in December (reflecting the lay-off of Golf seasonal workers) and asked what amount was budgeted for unemployment costs in FY16. Mr. Mynarski commented that $350,000 had been budgeted; this compares to first-half FY16 expenses of $140,000.

3. **Review of CIRMA report of 12/31/15**

The Committee discussed the Stewardship Report’s loss analysis, noting the favorable trends over the past several years and that so far this year, no claim had exceeded $100,000. Ms. Pepe informed the Committee that CIRMA had recently negotiated a new agreement with Greenwich Hospital and that this should result in a reduction in costs. Ms. Oberlander asked whether Department heads were informed about Claim and Lost Time costs as well as safety improvements. Ms. Pepe responded that Department heads attended the monthly First Selectman’s Safety Council as well as the Town-wide Safety Council meetings where the reports were discussed. HR was developing a plan to work with departments to identify safety goals for each department. The HR’s Safety Analyst’s investigations and recommendations have contributed to improving awareness of safety issues. Ms. Weissler asked why the previously included peer group comparison that showed frequency and severity per $100 of payroll had been dropped and if future reports could include it.

4. **Review of ADP Report**

• **Actual vs. budgeted expenditures** - Ms. McAvoy commented that as of November 2015, the ADP payroll program was fully implemented, and that the project is within budget. In addition, the HR Department operating budget funded $365,000 for consulting services to fully implement the system.

• **System utilization** - As of February 2016, time-stamp utilization is 90%, which is at an acceptable level given that some employees, such as home health aides, do not have access to time clocks. Parks & Recreation will be trying out an ADP I-pad application for their seasonal employees. With a few exceptions, all departments are within the acceptable range of less than 10% edits. The utilization of the automated time-off function has improved to 50%, up from 22% in October 2015. Ms. McAvoy anticipated that this would improve further as departments became more comfortable with the system.

• **System enhancements** – Ms. Pepe discussed several enhancements that may be made when the system is updated in 2017 to incorporate paying employees in arrears. She noted that it might make sense to segregate the BOE General Ledger in ADP given that the BOE has different reporting needs for its grant and other positions. Ms. Pepe also thought that at that point the Town should reevaluate the interface between the ADP General Ledger and Munis to minimize manual intervention. As part of this review, the Town can assess how the system is addressing Nathaniel Witherell’s needs and whether reporting can be improved to help manage
staffing and overtime accruals. Finally, the Town will need to decide if it should add an HRIS system “champion” who could address these and other future needs at an enterprise level.

5. **Items for Future Discussion**

- Robert Stacy – BOE exit interview survey results and turnover trends
- Update on status of labor negotiations

6. **Adjournment**

Upon a motion by Ms. Oberlander, seconded by Ms. Moriarty, the Committee voted 4-0 to adjourn at 4:28 P.M.

The next regular Human Resource Committee meeting is scheduled for April 12, 2016 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

___________________________
Catherine Sidor, Recording Secretary

SUBJECT TO APPROVAL

Nancy Weissler, HR Committee Chairman
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

Tuesday, March 15, 2016

Committee Present: Nancy Weissler, Chairman; William Drake, Leslie Moriarty, Jill Oberlander

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Erica Mahoney, Assistant Director of Human Resources, Tiffany Navarro, Workers' Compensation Administrator; Alison Graham, Employee Benefits Manager; Jamie Brede, HRIT; Becky McAvoy, ADP Project Consultant; Ben Branyan, Town Administrator

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Nancy Weissler, HR Committee Chairman